



**DEPARTMENT OF THE ARMY**  
**HEADQUARTERS UNITED STATES ARMY FORCES COMMAND**  
**1777 HARDEE AVENUE SW**  
**FORT MCPHERSON GEORGIA 30330-1062**

REPLY TO  
ATTENTION OF

AFLG-PR

14 November 2000

**MEMORANDUM FOR ALL FORSCOM DOCS**

**SUBJECT: Contracting Information Letter (CIL) 01-04, Certification of the Army Acquisition Workforce (AAW)**

1. The purpose of this CIL is to update the guidance provided in CIL 00-21, paragraph 4, dated 28 March 2000. Since this CIL was issued, several changes have been made to the certification process. Please note the following:

a. FORSCOM now has only two certifying officials: COL Charles J. Guta and Ms. Toni M. Gaines. They are the only ones that can certify at any level. DOCs are no longer authorized to certify, even at levels I and II.

b. When requesting certification, the following is required:

(1) An updated ACRB signed by the individual requesting certification in the lower left hand corner.

(2) Cover letter signed by DOC stating request has been reviewed and that the individual meets requirements set forth in DAWIA.

(3) For requests by individuals in the 1102 series, a copy of the college diploma (if the individual has earned a Bachelor's Degree or higher), a college transcript(s) showing that 24 semester hours of business related courses have been completed (see CIL 93-34 for guidance on acceptable courses), and/or evidence that the individual is "grandfathered" (at least 10 years acquisition experience before 1 October 1991).

(4) Copies of any other relevant certifications, diplomas, etc. Generally, anything to be updated on an ACRB must be accompanied with documentation to verify the change.

The information requested in paragraphs (3) and (4) above is now required because the Acquisition Career Management Office (ACMO) feels that many individuals certified in the past did not meet the DAWIA standards. It does not appear that this has been a problem within Forces Command, however, we are still compelled to provide whatever is necessary.

2. Concerning business related courses, the only Defense Acquisition University (DAU) school that awards credit hours for undergraduate or graduate courses is the Air Force

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Institute of Technology (AFIT). A complete list of the courses and hours may be found in Appendix I of the DAU catalog. To receive credit for courses taken at other DAU schools, the course must be accepted by an accredited college. Appendix I of the DAU catalog provides a list of recommended credit hours by the American Council on Education.

3. For additional information, please contact Clyde Thomas at DSN 367-6372 or [thomasw@forscom.army.mil](mailto:thomasw@forscom.army.mil).

A handwritten signature in black ink, appearing to read 'Charles J. Guta', with a long horizontal flourish extending to the right.

CHARLES J. GUTA

Colonel, AC

Chief, Contracting Division, DCSLOG

Principal Assistant Responsible  
for Contracting